DOCUMENT RESUME

ED 234 830 JC 830 426

TITLE MiSIS: Michigan Student Information System.
INSTITUTION Michigan State Dept. of Education, Lansing. Higher Education Management Services.
PUB DATE Aug 79
NOTE 17p.; For related documents, see JC 830 423-429.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Community Colleges; Dropout Research; Dropouts; *Followup Studies; Graduate Surveys; *Management Information Systems; *Questionnaires; Research Utilization; *Statewide Planning; Two Year Colleges; Two Year College Students; Vocational Followup; Withdrawal (Education)
IDENTIFIERS *Michigan; *Michigan Student Information System

ABSTRACT

The Michigan Student Information System (MiSIS) is the student flow component, of the Michigan Community College Occupational Education Evaluation System (MCCOEES), a comprehensive state-wide system for evaluating occupational education. It was developed by the Michigan community college system as a systematic and valid method of collecting information on a voluntary basis for statewide and local educational decision making. MiSIS is composed of the following six subsystems, each with its own data collection instruments and procedures: (1) student's educational intent; (2) student withdrawal follow-up; (3) nonreturning student follow-up; (4) graduate follow-up; (5) employer follow-up; and (6) continuing education follow-up. Although MiSIS is not a reporting system, several of the MiSIS instruments comply with Vocational Education Data System reporting requirements and are related to state and national activities (e.g., Veteran's Administration follow-up, and Guaranteed Student Loan Program follow-up information). In addition, MiSIS data can be used locally in a variety of ways, e.g., in career counseling, identifying service needs, institutional planning, student recruitment, public relations, curriculum development, cost effectiveness studies, and communication with accreditation teams. MiSIS reflects a local and statewide teamwork approach to producing educational information in which the resources to support the system are provided at both the state and local levels. (LL)

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Michigan MiSIS

STUDENT INFORMATION SYSTEM

Michigan Community College System

State of Michigan

JC 830 426

MiSIS (Michigan Student Information System) has been developed by the Michigan community college system in response to the need for a systematic and valid method of collecting information for statewide and local educational decision making. MiSIS is composed of a series of data collection instruments (with technical and computer support) specifically designed to fulfill many of the informational needs of the Michigan community colleges. MiSIS has been designed as a part of the overall Michigan Community College Occupational Evaluation System. Although MiSIS is not a reporting system, it does comply with Vocational Education Data System (VEDS) reporting for enrollment and follow-up data. MiSIS is fully documented with system "manuals" and software for implementation. Additional information about the actual use of MiSIS can be obtained from involved personnel in each local Michigan community college. MiSIS development is sponsored by the Occupational Education Unit of the Michigan Department of Education.

SUBSYSTEM I
Student's Educational Intent

Procedures

Subsystem I (Student's Educational Intent) provides a mechanism for the collection of information relative to the student's educational intent (or goal). The information (which can be collected during the registration process) is normally utilized for analysis of subsequent follow-up studies to determine the relative level of student achievement. In addition, the SEI card can be used to collect information for the Vocational Education Data System (VEDS) enrollment reporting. Provisions have been made for the data collected in this subsystem to be computer processed.

Questionnaire Designed

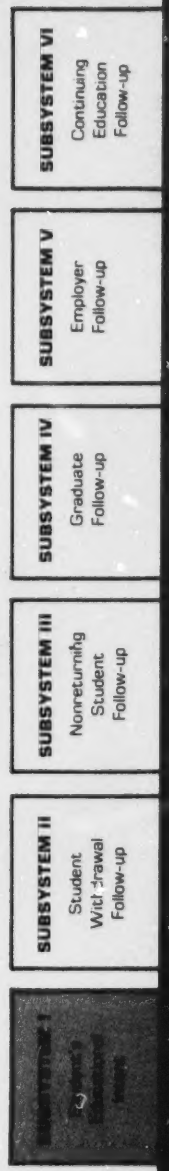
A single card-size questionnaire which fits into most college registration packets has been designed for use by the Michigan community colleges. The SEI card (being one of MiSIS's color-coded questionnaires) can normally be implemented in a variety of settings and can be used for local informational and VEDS enrollment purposes.

Types of Information Collected

The SEI card collects the below types of student information:

- Demographic data
- Attendance objective
- Selected course(s) pursuance or formal program pursuance
- Major field of study
- Degree of program completion status (if applicable)
- Future enrollment plans
- Special assistance items
- Sex, ethnic, and age data

In addition to the above, the SEI card provides space for the designation of student identification data as well as space for the "coding" of information for local and VEDS analyses.



SUBSYSTEM II
Student Withdrawal Follow-up

Procedures

Subsystem II (Student Withdrawal Follow-up) provides a mechanism for the collection of information from students who withdraw from college or individual courses. Information from students who adhere to the regular withdrawal process can be obtained by implementing the course withdrawal card and/or college withdrawal card in the registrar's or counseling office—depending on the college's withdrawal process. Information from students who "walk-off" (without completing the formal withdrawal process) can be obtained by implementing a mail-out survey using the walk-off card. Provisions have been made for the data collected in this subsystem to be computer processed.

Questionnaires Designed

Three questionnaires (of small card size) have been designed for use by the Michigan community colleges. Each questionnaire is color-coded with only one (walk-off) requiring a mail-out type survey.

Types of Information Collected

The three withdrawal questionnaires collect the below types of student follow-up information:

- Program or course identification
- Employment and/or college enrollment status
- Reason(s) for withdrawal status
- Need of counselor assistance
- Previous use of college services
- Future enrollment status
- Opinion of educational experience
- Suggestions for improvement of courses and/or college services

In addition to the above, the withdrawal card provides space for the designation of student identification data as well as space for the "coding" of information for local analyses.

SUBSYSTEM III
Nonreturning Student Follow-up

Procedures

Subsystem III (Nonreturning Student Follow-up) provides a mechanism for the collecting of information from non-graduates who, after completing a specific enrollment period, do not return for a subsequent enrollment period. The two questionnaires contained within this subsystem normally necessitate the implementation of a mail-out survey after the college chooses the enrollment periods on which to concentrate and can generate the list of nonreturning students. These can be decided upon after due consideration has been given to the population from which the data is desired. A specific utility of the non-returning student subsystem is the generation of information for Vocational Education Data System (VEDS) reporting. The questionnaires comply with this reporting system by presenting the capability of "extracting" certain data populations described in National Center for Educational Statistics documentation for VEDS reporting. Provisions have been made for the data collected in this subsystem to be computer processed.

Questionnaires Designed

The two questionnaires have been designed for use by the Michigan community colleges. One of the questionnaires is designed for both university transfer/academic and occupational/technical nonreturning students while the other is specifically designed for occupational/technical nonreturning students.

Types of Information Collected

The two nonreturning student questionnaires collect the below types of student follow-up information:

- Attendance objective(s)
- Individual course(s) or formal program pursuance
- Major field of study
- Sex, ethnic, and age data
- College enrollment status
- Employment status
- Relation of employment to course(s) completed
- Prior employment in area related to course(s) completed
- Opinion of course(s) completed
- Opinion of student service(s) areas
- Name of transfer college and status
- Future enrollment and/or course interests
- Transfer problem areas
- Salary information
- Job title
- Hours per week employment
- Name of supervisor
- Address of firm by which employed
- Usefulness of training to job performance
- Relation of course(s) completed to career plans
- Degree of completion of educational objective
- Reason(s) for nonreturning student status
- Number of college credit/clock hours completed
- Opinion of educational experience
- Suggestions for improvement of course(s) and/or service(s)

SUBSYSTEM IV
Graduate Follow-up

Procedures

Subsystem IV (Graduate Follow-up) provides a mechanism for the collection of information from students who graduate from Associate Degree or Certificate/Diploma programs (both university transfer/academic and occupational/technical). The graduate questionnaires normally necessitate the implementation of a mail-out survey after the appropriate population has been identified. A specific utility of the graduate follow-up subsystem is the generation of information for Vocational Education Data System (VEDS) reporting of first year completer data. One of the questionnaires (color-coded green) complies with this reporting system by presenting the capability of "extracting" certain data for populations described in National Center for Educational Statistics documentation for VEDS reporting. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

Questionnaires Designed

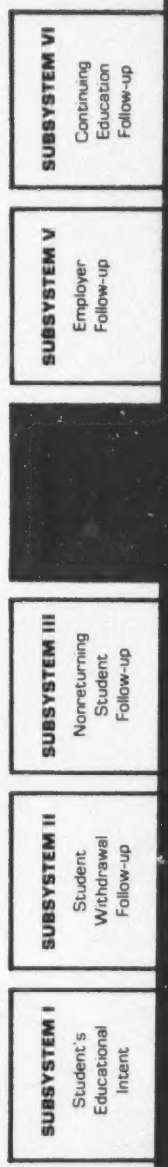
The questionnaires have been designed for use by the Michigan community colleges. The three questionnaires facilitate the follow-up of both university transfer/academic and occupational/technical program graduates (and/or VEDS completers) at the end of the first, third, and fifth year after graduation.

Types of Information Collected

The three graduate questionnaires collect the below types of student follow-up information:

- Attendance objective(s)
- Sex, ethnic, and age data
- College enrollment status
- Employment status
- Relation of employment to program completed
- Prior employment in area related to program completed
- Opinion of program completed
- Opinion of student service(s) area
- Name of transfer college status, and GPA
- Usefulness of training to job performance
- Transfer problem areas
- Salary information
- Job title
- Name of supervisor
- Address of firm by which employed
- Hours per week employment
- Reason(s) for ement in area unrelated to program completed
- Relation of program completed to career plans
- Opinion of educational experience
- Job outlook information
- Mobility information
- Suggestions for improvement of program and/or services

In addition to the above, the graduate questionnaires provide space for the designation of student identification data as well as space for the "coding" of information for local analyses.



SUBSYSTEM V
Employer Follow-up

Procedures

Subsystem V (Employer Follow-up) provides a mechanism for the collection of information from employers of former students who participated in a previously conducted follow-up survey. The employer questionnaire normally necessitates the implementation of a mail-out survey after the list of employer names and addresses has been compiled from survey forms returned by the former students. A specific utility of the employer subsystem is the generation of information for Vocational Education Data System (VEDS) reporting. The questionnaire complies with this reporting system by presenting the capability of "extracting" certain data for populations described in National Center for Educational Statistics documentation for VEDS reporting. Provisions have been made for the data collected in this subsystem to be computer processed.

Questionnaire Designed

A single questionnaire has been designed for use by the Michigan community colleges. The employer questionnaire (printed on both sides of an 8½ X 7½ inch sheet) is also color-coded.

Types of Information Collected

The employer questionnaire collects the below types of employer follow-up information:

- Employer's opinion of the training received by the former student
- Employer's opinion of relative preparation
- Usefulness of training to job performance
- Job outlook information
- Opinion of job performance and upward mobility
- Suggestions for needed training programs
- Placement source
- Suggestions for improvement of the program
- General comments

SUBSYSTEM VI
Continuing Education Follow-up

Procedures

Subsystem VI (Continuing Education Follow-up) provides a mechanism for the collection of information from students who complete (1) preparatory, (2) supplemental, or (3) other continuing education courses. The first questionnaire normally necessitates the implementation of a mail-out survey. The second questionnaire facilitates a mail-out or in-class survey while the third is designed for implementation in class. A specific utility of the continuing education follow-up subsystem is the generation of information for Vocational Education Data System (VEDS) reporting. One of the questionnaires (color-coded natural) complies with this reporting system by allowing for a mail survey of long-term preparatory (500 or more contact hours) students.

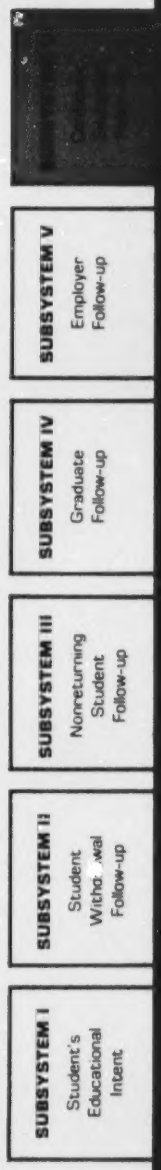
Questionnaires Designed

Three questionnaires (of small card size) have been designed for use by the Michigan community colleges. Each questionnaire is color-coded with only one (Continuing Education–PREP) requiring a mail-out survey.

Types of Information Collected

Selected continuing education questionnaires collect the below types of student follow-up information:

- Employment status
- College enrollment status
- Relation of employment to course(s) completed
- Opinion of course(s) completed
- Suggestions for improvement
- Salary information
- Job title and name of supervisor
- Hours per week employment
- Future enrollment and/or course interests
- Usefulness of training to job performance
- Number of college credit hours completed
- Course identification



MiSIS AND VEDS

Although MiSIS is not a reporting system (i.e., participation in MiSIS is totally voluntary), it does comply at a significant level with Vocational Education Data System (VEDS) reporting for enrollment and follow-up data. The mechanism for collecting state-wide VEDS information is largely decentralized, with individual colleges conducting local surveys which are processed by computer. At the time of processing, VEDS data is extracted from the questionnaires and non-respondent forms, and analyzed for substantial completion of the program enrollment and termination report, the completer/leaver follow-up report, and the employer follow-up report.

The collection of VEDS data is based on the concept of collecting information for local use concurrent with collecting data for VEDS reporting. For this reason, the Michigan colleges have the option of choosing the appropriate questionnaires to use based on their own unique needs. With this concept as a possibility, certain data needs at the federal, state, and local level may be satisfied at the same time.

MiSIS questionnaires which can be used to comply with VEDS enrollment reporting, completer/leaver follow-up reporting, and employer follow-up reporting include:

- Student's Educational Intent (Salmon card)
- Nonreturning Student (Pink sheet)
- Occupational/Technical Nonreturning Student (Blue sheet)
- First Year Graduate (Green sheet)
- Employer (Tan sheet)
- Continuing Education-Preparatory (Natural card)

Those questions on the above follow-up questionnaires which are concerned with VEDS reporting are identified by "block-type" designations for ease in interpretation. MiSIS "Manuals" and Administrative letters are supported by VEDS computer programming for localized analyses and compliance reporting.

USES OF MiSIS INFORMATION

MiSIS has been designed by the Michigan Community College System for use by the Michigan community colleges. Since participation in MiSIS is totally voluntary, each college may choose its own level of participation based on its own level of MiSIS informational needs. Questionnaires are chosen on a discretionary basis to produce data which can be used in a variety of ways. Some of the more pertinent local "uses" of the information are:

- career counseling with students
- identifying needed student services and instructional enhancement activities
- institutional planning and program evaluations
- student recruitment
- institutional research
- community public relations
- labor market information
- college promotion activities
- communications with local occupational advisory committees
- communications with accreditation visit teams
- producing information for students as educational consumers
- development of curricula
- promoting communications among administration and faculty
- identifying special needs of students
- determination of employment success of students in non-traditional occupations
- cost effectiveness studies
- formulating college policies and guidelines
- communication and sharing of data among colleges
- and, many more

In addition to the above, many of the "uses" of MiSIS are related to national and state activities as shown below:

- State Occupational Information Coordinating Committee
- Educational Information Centers program
- Guaranteed Student Loan Program follow-up information
- Veteran's Administration Follow-up
- Career Information Systems
- Others

MiSIS can also be used to provide valuable information for Michigan community college PROE activities. MiSIS provides information to complement individual perceptions of community college occupational programs as measured by PROE (Program Review in Occupational Education).

MiSIS DEVELOPMENT

MiSIS was developed as a part of the overall Michigan Community College Occupational Education Evaluation System. PROE (Program Review in Occupational Education) and MiSIS have been developed as a result of a one-year concentrated effort by several individuals. MiSIS conforms to the student flow component of the Michigan evaluation plan. Other components are Program Evaluation, Financial Analysis, and Management Plan. An overall Steering Committee of state and local personnel monitored the development of the effort. Four study groups were appointed to develop each component. The Financial Analysis and Management Plan continue to be refined on an ongoing basis. MiSIS was designed specifically for use by local colleges in their own self-evaluation process.

Members of the Student Flow Subcommittee for the 1978-1979 school year include:

Name	Affiliation
Bruce Blanding	Michigan Department of Education
Sally Goodwin	Henry Ford Community College
Toni Hall	Tex-SIS Follow-up Support Services
Nancy Jobe	Michigan Department of Education
Charles Kiefer	Michigan Department of Education
Mark Marciniak	Delta College
Frank Marczak	Muskegon Community College
Sam Mazman	Westshore Community College
Arnold Metz	St. Clair County Community College
Arthur Oettmeier	Delta College
Glen Packwood	Delta College
Jim F. Reed	Texas Educational Information Consortium, Inc.
Daniel Sauter	Southeastern Michigan League of Community Colleges
William Yankee	Northwestern Michigan College

MiSIS SERVICES

A set of services had been established to support MiSIS on a local and statewide basis. Among others, MiSIS is supported by services to the involved Michigan colleges by:

Printing of questionnaires
Processing of data
Technical assistance in the conduct of surveys
Technical assistance in producing and using data for decision making
Technical assistance in complying with VEDS reporting
Regional and state MiSIS workshops
Advisory assistance to local MiSIS implementation

MiSIS reflects a local and statewide teamwork approach to producing educational information. Costs are shared by the state and local level with each providing substantial resources to support MiSIS.

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